

INTERNATIONAL FACULTY & SCHOLARS

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TN APPROVAL NOTICE MEMORANDUM

TO: TN Employee / Beneficiary
FROM: UA International, International Faculty & Scholars (IFS)
SUBJECT: TN Approval Notice/TN Petition Approved
CC: Sponsoring Department

This memorandum provides important information regarding your TN employment authorization sponsored by the University of Arizona.

TN classification is available to qualified Canadian and Mexican citizens under the United States-Mexico-Canada Agreement (USMCA) for temporary professional employment in approved occupations.

The dates of authorized employment are listed on your TN approval documentation and/or I-94 record.

Once your TN request has been approved or you have been admitted to the United States in TN status, you will receive copies of the relevant approval and/or admission documentation.

If you have questions about your H-1B petition or work authorization, contact:

AZ International – International Faculty & Scholars

email: uaifs@arizona.edu

website: <https://international.arizona.edu/ifs>



Important TN Reminders

1. Employer- and Position-Specific Authorization

TN status is employer- and position-specific. You are authorized to work only for your sponsoring department at the University of Arizona and only in the position described in the TN application, petition, or support letter.

If any material changes are anticipated or occur, you must contact International Faculty & Scholars (IFS) immediately.

Examples of material changes include, but are not limited to:

- Significant changes in job duties;
- Change in job title;
- Transfer to another department or unit;
- Change in work location;
- Reduction in salary or FTE; or
- Termination of employment.

Some changes may require a new TN filing or a new admission to the United States in TN status before the change may occur.

2. Period of Admission and Employment

Employment is permitted only during the validity period listed on your:

- I-94 Arrival/Departure Record;
- TN approval notice (if applicable); or
- Admission stamp issued at the port of entry.

Canadian and Mexican citizens may generally be admitted in TN status for periods of up to three (3) years.

3. Temporary Nature of TN Status

TN classification is temporary in nature and requires nonimmigrant intent.

Although TN status may be extended indefinitely in increments of up to three (3) years, TN employees must maintain the intent to depart the United States upon completion of authorized employment.

4. Extensions and Renewals

If an extension or renewal of TN status will be requested, the sponsoring department should contact IFS:

- No earlier than six (6) months, and
- No later than forty-five (45) days

before the expiration date of the current TN status.

5. TN Status vs. Visa Stamp

TN status and a TN visa stamp are not the same.

- Canadian citizens are generally visa-exempt and apply for TN admission directly at a U.S. port of entry.
- Mexican citizens generally must obtain a TN visa stamp from a U.S. consulate before entering the United States in TN status.

Admission to the United States is determined by U.S. Customs and Border Protection (CBP).

6. Travel and Reentry

When traveling internationally, you should carry:

- Valid passport;
- TN support letter or approval notice;
- Proof of current employment;
- Copies of prior immigration documentation, if applicable; and
- Evidence of professional qualifications.

For current travel and admission requirements please consult:

- <https://travel.state.gov>
 - <https://www.cbp.gov>
 - <https://www.uscis.gov>
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7. Dependents in TD Status

Spouses and unmarried children under age 21 may qualify for TD dependent status.

TD dependents:

- May study in the United States;
- Are not authorized to work in the United States; and

- Must maintain valid immigration status at all times.
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8. Termination of Employment

TN status ends on the earlier of:

- The expiration date listed on the TN approval/admission documentation; or
- The date employment with the University of Arizona ends.

The sponsoring department must notify IFS immediately if employment ends early.

TN Admission / Visa Checklist

(Confirm requirements with the U.S. consulate or port of entry prior to travel.)

Canadian Citizens:

- Valid passport;
- Original TN support letter;
- Proof of qualifications (degrees/licenses, if applicable);
- Proof of Canadian citizenship; and
- Supporting employment documentation.

Mexican Citizens:

- Valid passport;
- TN visa stamp;
- Original TN support letter;
- DS-160 confirmation page;
- Visa application fee receipt;
- Proof of qualifications (degrees/licenses, if applicable); and
- Supporting employment documentation.

TN Approval Notice – Frequently Asked Questions (FAQ)

1. What is TN status?

TN status is a nonimmigrant employment classification available to qualified Canadian and Mexican citizens working in certain professional occupations under the USMCA.

2. When am I authorized to work?

You are authorized to work only during the validity period listed on your TN approval/admission documentation and only for the sponsoring department at the University of Arizona.

3. Can I work for another employer or department?

No. TN status is employer- and position-specific. You may not work for another employer or in a substantially different position unless a new TN filing or admission is obtained.

4. What changes must be reported to IFS?

You must contact International Faculty & Scholars (IFS) before any material changes, including:

- Significant changes to job duties;
- Salary or FTE changes;
- Transfer to another UA department or unit; or
- Change in work location.

Some changes may require a new TN filing.

5. Does TN approval allow international travel?

TN approval or admission documentation may be used for travel and reentry during the authorized validity period. Mexican citizens generally require a valid TN visa stamp for reentry.

6. When does my TN status end?

Your TN status ends on the earlier of:

- The expiration date listed on your TN approval/admission documentation; or
- The date your employment with the University of Arizona ends.

7. How early can an extension be requested?

TN extensions may generally be initiated no earlier than six (6) months and no later than forty-five (45) days before the current TN validity period expires.

8. Can my dependents work?

No. TD dependents are not authorized to work in the United States.

9. Who should I contact with questions?

For questions regarding TN status, employment authorization, or travel:

AZ International – International Faculty & Scholars

email: uaifs@arizona.edu

website: <https://international.arizona.edu/ifs>